

Elements of Collaborative New Member Orientation

When preparing new members for participation in the Collaborative, several considerations should be made. It is recommended that new members be recruited through a face-to-face conversation with a current member of the Collaborative. This can be handled several ways, such as: by “mentors” being assigned from the Collaboratives to meet with potential new members; visits from one of the elected officials; or through a designated committee. It is also recommended that notebooks be prepared in advance for new members and delivered during the recruitment visit. These notebooks should include documents or descriptions of each area that you select for your orientation.

Below are areas that often come up for orientation. Use these elements to guide you in preparing your own local orientation.

1. Prepare an introduction to the Collaborative covering the following areas:
 - History and development
 - Vision and Mission
 - Purpose (include target population)
 - Guiding Principles
2. List any accomplishments to date or current projects
3. Copy Memorandum of Agreement (MOA) - if already developed. If not, explain what it is and why one will be developed in time
4. List goals of the Collaborative (short and long term)
5. Define the structure of the Collaborative:
 - Membership
 - Structure of meetings
 - Subcommittees and their purpose
 - Flow chart of how committees feed into Collaborative
 - Decision-making process
 - Conflict resolution process
6. List expectations of members:
 - What do members do with the information they get at the Collaborative (take back to agency, distribute flyers, promote SOC, etc.)
 - Number of meetings per month
 - Decision making (consensus or majority vote)
 - Elections and voting
 - Bylaws (may cover all these details)
7. Involving family members and how supporting their involvement works:
 - Preparation for first meeting
 - Peer supports

- Stipends and reimbursements
- Childcare

8. Discuss Strategic planning:

- Strategic planning schedule
- Retreats (do you have them, if so how often)
- Where does strategic plan go, to whom and why?

9. Documents to include in orientation and their representation manual:

- Collaborative meeting and location schedule
- Latest minutes from Collaborative and committee meetings (6 months or so)
- Most recent Bylaws
- Most recent Memorandum of Agreement
- List of current members and their representation
- List of current elected officials and contact information

